

# Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 11 April 2016 at 6.31pm.

PRESENT: Councillor G R Brookes (Chairman)  
Councillor R G Beale (Ex-officio)  
Councillor A Humphries (Vice-Chairman)  
Councillor A H Laird  
Councillor Mrs M A Lawley  
Councillor R E Murphy  
Councillor T J Noyes  
Councillor A M Sinton

ALSO PRESENT: Councillors S Best, Mrs C Bowden, Mrs A Hawkins, R J Morris and Mrs K Tomalin.

APOLOGIES FOR ABSENCE – Councillors Ms J Bolton, L Evans, Mrs S Harris and A Roberts

## 262 DECLARATIONS OF INTERESTS

There were no declarations of interest.

## 263 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 7 MARCH 2016

RESOLVED That the Minutes of the Meeting of the Resources Committee held 7 March 2016 be confirmed as a correct record and signed by the Chairman.

## 264 NEW HOMES BONUS (NHB) WORKING PARTY

Pursuant to Minutes No 174, Resources Committee meeting on 7 December 2015 and Minute No 249, Resources Committee meeting 7 March 2016, the Committee thanked Ms Cherrie Mansfield, Strategy & Performance Manager, Wychavon District Council Officer for the excellent briefing session provided to Councillors upon the NHB Scheme prior to the meeting and considered the report of the Town Clerk which set out draft Terms of Reference for the New Homes Bonus Working Party and sought nominations thereto.

RESOLVED

1. That the Terms of Reference of the New Homes Bonus Working Party as now appended be approved.
2. That the following members be appointed to the New Homes Bonus Working Party:
  - Councillor G R Brookes
  - Councillor Mrs S Harris
  - Councillor A Humphries
  - Councillor T J Noyes
  - Councillor Mrs K Tomalin.

265 INTERIM REPORT OF THE INTERNAL AUDITOR

The Committee noted that the Council's Internal Auditor, Mr I Fraser, CPFA has undertaken an interim internal audit inspection on 16 March 2016 and received his Interim Annual Report for information. There were no matters of concern to be drawn to the attention of Council.

Provisional arrangements had been made for Mr Fraser to next visit on 27 April 2016 for the end of year internal audit inspection prior to external audit.

On behalf of the Committee, the Chairman thanked the Town Clerk and all staff for their hard work in this regard. A special tribute was paid to Mrs Jane Greenfield, Assistant Town Clerk Civic, Administration and Finance.

RESOLVED                      That the report of the Internal Auditor be noted.

266 ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £3,747.14 were considered.

RESOLVED                      That the statement of accounts appended be received and the expenditure totalling £3,747.14 be approved and duly passed for payment.

The meeting closed at 6.36pm.

Chairman of Committee                      -----  
11 April 2016

Chairman of Council                      -----  
25 April 2016

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**RESOURCES COMMITTEE MEETING 11 APRIL 2016 – MINUTE NO 264 REFERS**

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**NEW HOMES BONUS (NHB) WORKING PARTY - TERMS OF REFERENCE**

The New Homes Bonus (NHB) Working Party is established to review and scrutinise all matters pertaining to the allocation of New Homes Bonus monies from Wychavon District Council and to make recommendations thereon to the Resources Committee.

Membership: 5 members of the Town Council, to include the appointment of the Chairman of Resources Committee, Group Leaders and 2 others.

Reports to: Resources Committee

Role:

1. To understand the procedures and rationale pertaining to the New Homes Bonus Funding.
2. To review and scrutinise all applications made for New Homes Bonus monies both now and in future with full reference and adherence to Wychavon District Council's Guidelines and Protocol for the NHB Scheme as drawn up by Wychavon District Council.
3. To advise the Resources Committee upon which applications it considers to be viable schemes and to suggest an allocation of New Homes Bonus monies accordingly.
4. To review and scrutinise suggestions made as to Town Council use of New Homes Bonus monies and if supported by the Working Party to draw up an application for approval by Resources Committee and onwards submission to Wychavon District Council.
5. To advise the Resources Committee upon the most appropriate form of Community Consultation pertaining to the supported project(s) as required by the Protocol.
6. To ensure that matters shall remain confidential until such time that they are reported to Resources Committee.

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**RESOURCES COMMITTEE MEETING 11 APRIL 2016 – MINUTE NO 266 REFERS**


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10787	NALC LCR Subscription Renewal	£40.00
10788	GCD Consultancy New server backup hardware	£84.00
10789	Hedgerow Publishing Limited TIC Purchases	£59.99
10790	British Gas Services (Commercial) Limited Careplan Agreement - St Richard's House - £372.36 Careplan Agreement - Community Hall - £399.48	£771.84
<b>10792</b> (No. amended)	R T Harrison Lengthsman duties - March 2016 - £731.60 Handyman duties - £75.00	£806.60
<b>10791</b> (No. amended)	Acorn The Catering Equipment Co. 4 x Canteen teapots for Community Hall	£267.55
10793	John Ellis Associates Limited 6 Monthly Health & Safety Consultancy Services	£625.00
10794	Petty Cash Reclaim Voucher Nos. 1393 to 1404	£101.27
10795	PR Support Services Handyman dutues - March 2016	£322.25
10796	County Security Limited Alarm Call-Out - St Richard's House	£18.00
10797	Top Cut Mowing Services Limited Attend fallen trees in Copcut Park, clear paths - £114.00 Reduce height of hedge - rear of 25 Arkle Close - £144.00	£258.00
10798	ADT Fire and Security plc Maintenance of the Fire Alarm System Charge for the Period 29.04.16 to 28.04.17	£392.64
<b>TOTAL</b>		<b>£3,747.14</b>